**OFFICE USE ONLY**

S060/S061: \_\_\_\_\_\_\_\_

Amount Paid:\_\_\_\_\_\_\_\_\_\_\_

Receipt No.:\_\_\_\_\_\_\_

**🞏 No Charge**

**🞏** CSU **🞏** IGETC

**Transcript Request Form**

East Los Angeles College

Office of Admissions & Records

1301 Avenida Cesar Chavez

Monterey Park, CA 91754

(323) 265-8801

**Name:**   **Student ID #:**

 **Last First MI**

**Address:**   **Date of Birth:**

 **Number Street**

 **Email**:

 **City State Zip Contact Number:**

**Other Names Used**:

**Dates of Attendance:** From To

**HOLD REQUESTS**

Available only for Regular Requests

**🞏**Final Grades **🞏** Winter **🞏** Spring **🞏** Fall

 **🞏** Summer Session 1 or 2

**🞏**Grade Change

 Semester: Sec#:

 Course :

 Old Grade: New Grade:

**🞏**Info. Change:

**🞏**Other:

**🞏 Emergency Transcript:**

 **🞏 Pick-up (On the spot)**

 **🞏 Mail**

 **🞏 Electronic – CSULA Only**

Emergency Transcript $10 per copy. If you have never requested transcripts or verifications the first 2 copies are $7. Emergency service is not available on records prior to 1974, HOLD requests and CSU/IGETC Certification.

**🞏Regular Transcript (Mail Only):**

 **🞏 Mail**

 **🞏 Electronic – CSULA only**

Regular Transcript $3.00 per copy. If you have never requested transcripts or verifications the first 2 copies are free. Transcripts will be processed and mailed within 10 working days from the date of receipt. Additional time is required for HOLD requests.

 Please Print Institution Address.

 Number of Copies

Name:

Att:

City State Zip

 Please Print Institution Address.

 Number of Copies

Name:

Att:

City State Zip

 Student’s Signature: Date:

 Released To: Date:

CSU Certification Completed

Full: Partial: None:

Areas Met: A B C D E

Evaluator: Date:

**FOR OFFICE USE ONLY**

Transcript Processed

Date:

No. of Transcripts:

A&R Assistant:

IGETCC Certification Completed

Certified: Non-Certified:

Evaluator: Date: